Chelmsford Public Library Trustee Minutes
November 13, 2019

Present: Library Director, Becky Herrmann, David Braslau, Sarah Conte, Laura Ecker, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

I. Meeting called to order by Jillian at 7:04 p.m.

II. Public Comments – None

III. Announcements
A. Becky thanked the Library Trustees for all their hard work and the Trustees enjoyed ice cream sundaes as a special treat since many were unable to attend our Volunteer Ice Cream Sundae Reception.

IV. Approval of the Consent Agenda
A. Maggie mentioned that the number of visitors to the MacKay Library significantly dropped when comparing the numbers from October 2018 and October 2019 on the Statistics Report.
   1. Becky suspected that there might be a problem with the people counter at the MacKay Library and will have it looked at.
B. Concern over the decrease in museum pass usage was discussed during the October Library Trustee Meeting. The Trustees were pleased that the Museum Pass usage has improved this month and attribute last month’s decrease to school starting early and the carpet replacement project.
C. Maggie motioned and Laura seconded the motion to approve the Consent Agenda. Unanimous approval.

V. Mobile Library update
A. Becky stated that the work will begin on the wrap for the truck, by Express Signs, once we receive the exact dimensions.
B. Becky has contacted Stonewell Bodies and Machine, Inc. multiple times and is waiting to hear back from them to get more information about the truck.
C. Becky suggested having the rollout of the truck in the spring and having a winter campaign that involves the public’s help in choosing the order of places that the Library truck will visit.

VI. Update on One Book
A. Becky said that we are waiting to hear back as to whether Lucy Knisley will be able to do an author visit for our One Book Program.
B. Becky mentioned that the catchphrase for One Book that the Library created is “One Book Chelmsford – Stirring the Plots.” Becky also commented that we could call the potluck we are planning as the ending program for One Book a “plotluck.”
   1. The potluck event is for adults and will include mini-golf on the lower level of the Library. The next day we will offer the mini-golf for children before the Library opens.
C. Becky met with Susan Gates from the Center for the Arts to check if she had anything planned on the Friday or Saturday night of Chelmsford’s Winterfest since we were hoping to plan a coffee house event.
   1. We are able to plan a coffeehouse for either evening. We are not able to have Hungrytown play at the event since they already have a performance elsewhere.
D. The Library is having a Winter Community Cookie Swap on December 15, 2019. Participants should bake 4 dozen cookies. Attendees will be able to pick up a copy of the One Book selection “Kitchen Yarns” early during the event.
VII. **Trustee Orientation review**
   A. David attended the Trustee Orientation and summarized some of the relevant suggestions that he found to be important to share with the Board.
      1. David said that they suggested having a list of what we have used our State Aid to fund and what we are saving the funds for put together in case anyone asks about this during the Town budget meeting.
      2. David also suggested reviewing the definition of a quorum in the Chelmsford Library Trustee By-Laws.
      3. David mentioned that there was also a suggestion to update Library policies on vaping and usage of e-cigarettes.
      4. Becky explained the process that occurs when someone challenges materials in our collection after David mentioned this policy.
      5. Becky also explained how we ascertain the statistics that are used in our ARIS reports and discussed how Vickie finds the information for the monthly statistics report.
         a. Becky will ask Vickie how long it takes her to compile the monthly statistics report since it is only used by the Library Trustees.

VIII. **Library Budget Review**
   A. Becky distributed copies of a portion of the Library’s FY2021 budget request, which included the budget amounts and comments.
   B. Becky is also submitting a supplemental budget request this year to ask for additional funds to have the Library open year-round on Sundays.
      1. The overall budget increase for FY2021 would change from a 3.88% increase to a 4.73% increase by adding the additional 17 Sundays to our payroll budget.
   C. Adam questioned what other Libraries do on Sundays.
      1. Becky said she thought that there was a link on the MVLC website with this information and she will send it to the Trustees.
   D. Becky stated that we have four capital budget requests for FY2021.
      1. There are as follows:
         a. Computer replacement - The Library is on a 5-year cycle for computer replacement and our top priority.
            1) This request includes the purchase of 31 computers for the first year and the FY2022 request would be to purchase of 34 computers.
         b. Our second request is for the last phase of the carpet replacement project, which is the staff area on the Lower Level.
         c. Our third request is replacing the retaining wall.
            1) We originally researched restructuring the parking lot and replacing the retaining wall as one big project. It was decided that it was too costly to restructure the parking lot and we would not gain much space.
            2) We plan to move the retaining wall back so the sidewalk can be expanded because it is currently not handicap accessible.
            3) Preliminary estimates predict that it will cost approximately $70,000 to do the retaining wall project, which does not include the price of redoing the sidewalk.
            4) Maggie recommended pointing out the safety issue of the current retaining wall, which has no guardrails, by possibly showing large pictures of the car that drove off the wall at the Capital Budget meeting.
            5) Becky will work to put together a presentation board for the Capital Planning meeting.
d. Our fourth request is replacing our library truck.
   1) Our current truck is 15 years old and previously was used by the Chelmsford Parks Department.
   2) Becky will speak with John Sousa prior to the Capital Planning meeting to find out if he knows of any vehicles that might be available in the future for the Library to use.

IX. Union contract update
   A. The union settled their contract last month.
      1. For the second and third year of the contract, the union asked for an extra bonus for employees that reached their top step.
      2. The union will now have the day after Thanksgiving as a holiday to be in line with what the town offices staff receive.

X. Brainstorming for the 2020 birthday party
   A. The 20th anniversary of the new addition to the Library is February 29, 2020.
      1. Becky mentioned that we got a large wooden cake off of craigslist that we plan to repaint and use for photo ops on the 20th anniversary. We could also have the big book near the cake and have patrons sign the book.
      2. The Trustees discussed a variety of options but liked David’s idea of having a slideshow and mentioned that putting together the pictures for the slideshow might be a good volunteer project.

XI. Friends
   A. The Trustees discussed the attendance and outcomes of the Friend’s Wicked Good Party and Apple Pie Contest.
   B. The Friends have 93 new memberships since they started their 2020 by 2020 membership drive campaign.

XII. Promoting the Impact Fund on Giving Day
   A. The Trustees discussed a variety of options and decided to do a postcard style newsletter on Constant Contact to remind people of the Impact Fund when making their Giving Tuesday donations.
      1. Katy will put together a draft for the wording that will be on the postcard.
      2. The library will add a graphic to the postcard that ties into the graphics that will be on the pop-up library vehicle.
      3. The Trustees would like the newsletter to be sent out the Tuesday before Thanksgiving.
      4. David recommended adding information on the postcard encouraging people to check with their employers for gift matching opportunities.
      5. Becky will ask Jeff what the word count limit is on a Constant Contact postcard.

XIII. Adjournment
   A. Maggie motioned and Katy seconded the motion to adjourn the meeting. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Melissa McCarthy
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